

IMPROVING *Sepsis* SURVIVAL

Data Portal User Manual version 2.0

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Data Portal User Accounts

There are three types of data portal user accounts, each with a different set of abilities:

User Account Name	Abilities
Hospital Admin	View data entry Submit new data entry Edit existing data entry Accesses reports Access resources Manage user accounts
View/Edit User	View data entry Submit new data entry Edit existing data entry Accesses reports Access resources
View-only User	View data entry Accesses reports Access resources

Each hospital can have an unlimited number and mix of these user accounts. In addition, user accounts can be associated with one or more hospitals – a feature most useful to system-level staff.

Logging into the Data Portal

Open your web browser and go to <http://sepsis.marylandpatientsafety.org/>



IMPROVING *Sepsis* SURVIVAL

Email ID

Password

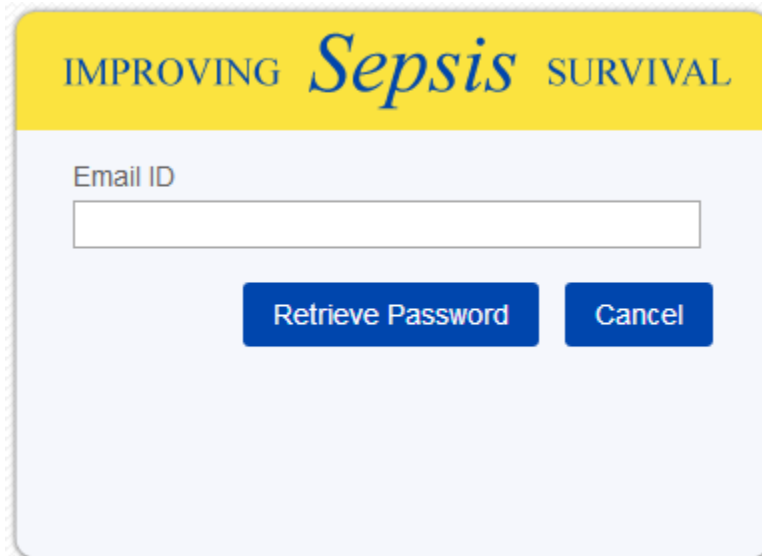
[Login](#) [Forgot your password?](#)

Contact SepsisHelp@marylandpatientsafety.org if you have any questions.

Enter your email address and password and click the *Login* button.

If you forgot your password, click the *Forgot your password?* button. Enter your email address, and click the *Retrieve Password* button. An automated email with a new password will be sent to you.

Be sure to check your spam or junk folder for the email, or contact sepsishelp@marylandpatientsafety.org for assistance.



IMPROVING *Sepsis* SURVIVAL

Email ID

[Retrieve Password](#) [Cancel](#)

Outcome Data Entry

This section includes instructions for the following:

- Outcome Data Due Dates
- View Data Entry
- Submit New Data Entry
- Edit Existing Data Entry

Outcome Data Due Dates

Outcome data, i.e., sepsis mortality data, are due by the 30th day of the following month, for example, May 2015 data are due no later than midnight June 30, 2015. Data elements to be submitted are:

Numerator: Total number of sepsis patients who expired with ICD-9 785.52 (septic shock)
Numerator: Total number of sepsis patients who expired with ICD-9 995.92 (severe sepsis)

Denominator: Total number of sepsis patients with ICD-9 785.52 (septic shock)
Denominator: Total number of sepsis patients with ICD-9 995.92 (severe sepsis)

The data portal will automatically sum the numerators and denominators to prevent user error, and calculate the sepsis mortality rate for that month.

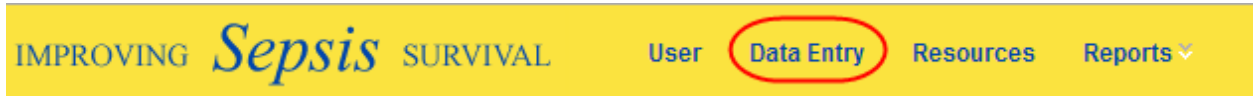
The data portal automatically “closes” the data entry period at midnight on the 30th, at which time you will no longer be able to enter data or edit data.

If you miss a due date, contact sepsishelp@marylandpatientsafety.org.

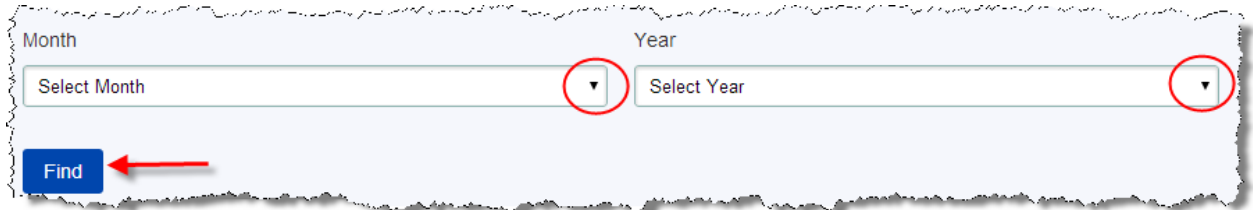
Item Due	Due By
Monthly Sepsis Mortality Data	<ul style="list-style-type: none">• Due monthly, June 2015 (May 2015 data) through May 2017 (June 2016 data)• Due by the 30th day of the following month, i.e., May 2015 data are due no later than midnight June 30, 2015

View Data Entry

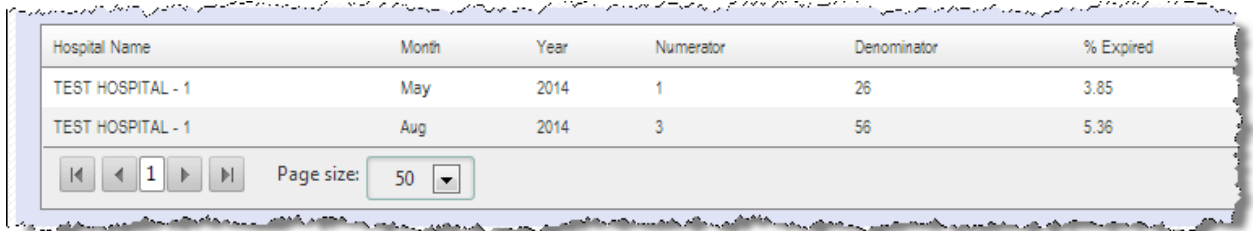
To view data that have been entered into the data portal, select the **Data Entry** menu from the top of the page.



Select criteria from the drop-down boxes, and click the *Find* button. **TIP:** You can select one or more criteria, or no criteria. If you click the *Find* button without selecting criteria, all data entered for your facility will be retrieved.



Data will be displayed in a table at the bottom of the page.



The screenshot shows a table with the following data:

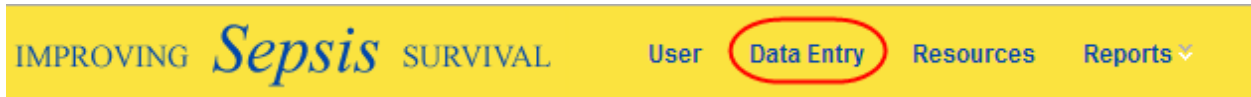
Hospital Name	Month	Year	Numerator	Denominator	% Expired
TEST HOSPITAL - 1	May	2014	1	26	3.85
TEST HOSPITAL - 1	Aug	2014	3	56	5.36

Below the table are pagination controls: a set of arrows and the number "1", and a "Page size:" dropdown menu set to "50".

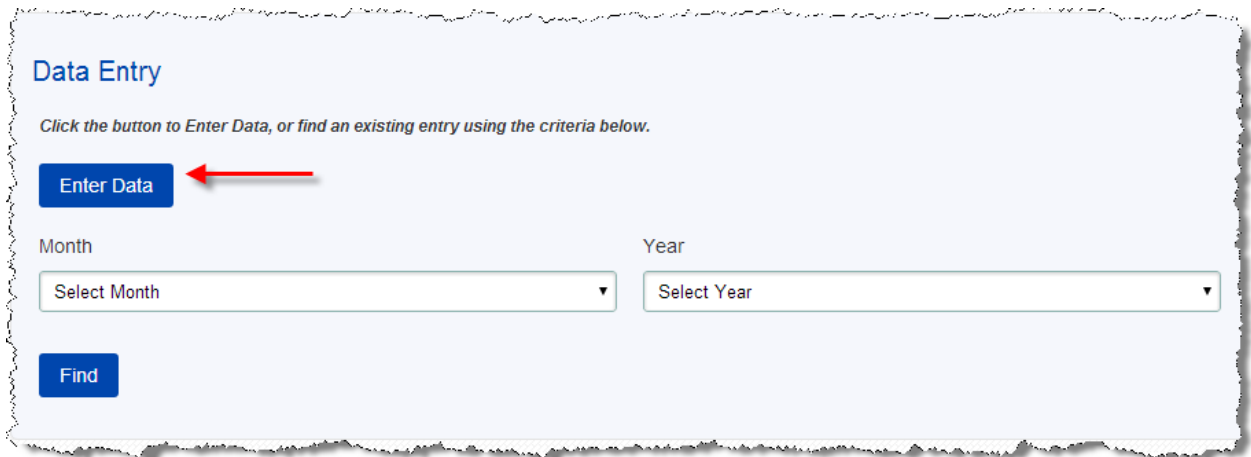
Submit New Data Entry

The following instructions apply only to Hospital Admin and View/Edit User accounts. View-only user accounts are able to view data, but cannot enter or edit data.

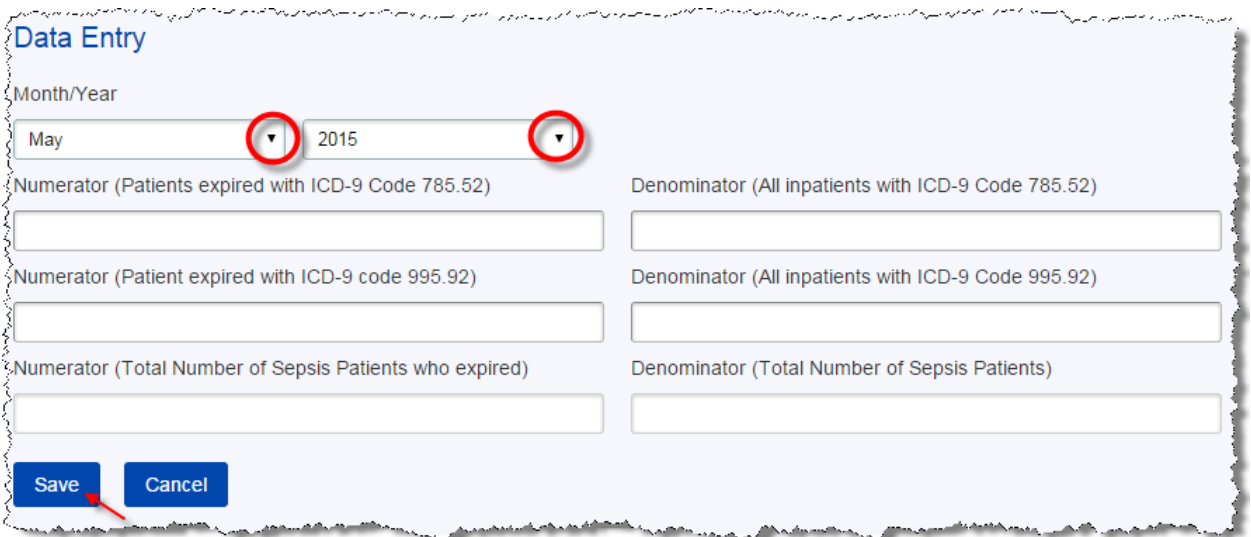
To submit new outcome data, click the **Data Entry** menu at the top of the page.



Click the *Enter Data* button in the left hand corner of the page.



Select the month and year from the drop-down boxes. Enter your numerator and denominator values in the appropriate boxes, and click the *Save* button.



If data for the time period have already been entered, you will receive an error message:

Data entry already exists for this hospital. Please try again.



Refer to the instructions in this manual if you need to edit existing data entry.

Edit Existing Data Entry

To edit existing data entry, click the **Data Entry** menu at the top of the page.




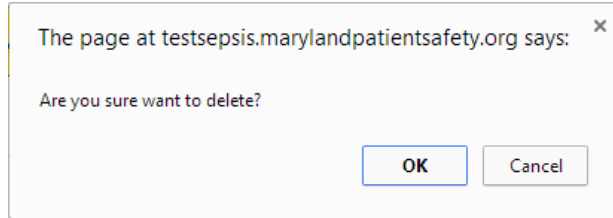
Select criteria from the drop-down boxes, and click the *Find* button. **TIP:** You can select one or more criteria, or no criteria. If you click the *Find* button without selecting criteria, all data entered for your facility will be retrieved.

Click the  image to edit an entry or the  image to delete an entry.

A screenshot of the "Data Entry" interface. At the top, it says "Data Entry" and "Click the button to Enter Data, or find an existing entry using the criteria below." Below this is a blue "Enter Data" button. There are two drop-down menus: "Month" with "Select Month" and "Year" with "Select Year". Both drop-down arrows are circled in red. Below the menus is a blue "Find" button with a red arrow pointing to it. At the bottom is a table with columns: Hospital Name, Month, Year, Numerator, Denominator, % Expired, Edit, and Delete. The table contains three rows of data for "TEST HOSPITAL - 1". The "Edit" and "Delete" columns contain icons: a pencil for edit and a red X for delete. Both columns are circled in red. At the bottom left are navigation icons and a "Page size: 50" dropdown. At the bottom right, it says "3 items in 1 pages".


Hospital Name	Month	Year	Numerator	Denominator	% Expired	Edit	Delete
TEST HOSPITAL - 1	May	2014	1	26	3.85		
TEST HOSPITAL - 1	Aug	2014	3	56	5.36		
TEST HOSPITAL - 1	Jun	2014	1	26	3.85		

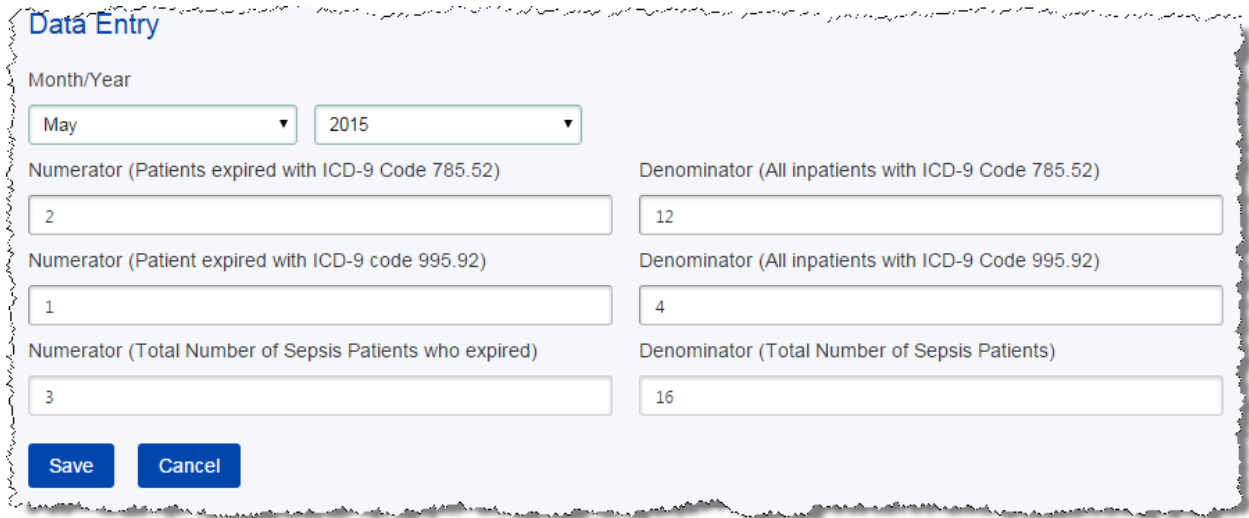
If you click the  image to delete an entry, you will be prompted to confirm your request:



The page at testsepsis.marylandpatientsafety.org says: ✕

Are you sure want to delete?

If you click the  image to edit an entry, you will be taken to the **Data Entry Edit** page to make changes. When finished with your edits, click the *Save* button.



Data Entry

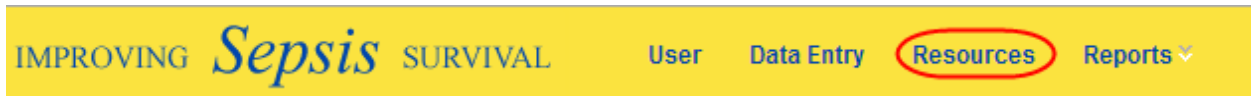
Month/Year

May 2015

Numerator (Patients expired with ICD-9 Code 785.52)	Denominator (All inpatients with ICD-9 Code 785.52)
2	12
Numerator (Patient expired with ICD-9 code 995.92)	Denominator (All inpatients with ICD-9 Code 995.92)
1	4
Numerator (Total Number of Sepsis Patients who expired)	Denominator (Total Number of Sepsis Patients)
3	16

Resources

To access resources, click the **Resources** menu at the top of the page.



Resources are categorized into *Literature, Protocols and Checklists, Presentations, Human Factors and Agenda and Minutes*. Select a category from the drop-down box and click the *Find* button. Resources will be displayed in a table on the page. From the "Download" column in the table, select the items to download.

Resources List

Find and download resources using the criteria below

Category

All Resources

Document Title	Cohort Name	Document Type	Download
sample ppt	COHORT-1	Presentations	mpsc_powerpoint_New Logo.ppt
Sepsis JAMA	COHORT-1	Literature	jid140016.pdf
Sepsis Screening Tool	COHORT-1	Protocols and Checklists	ScreeningTool.pdf
Test Document for Parking Instructions..	COHORT-1	Protocols and Checklists	tes.pdf

Page size: 50 4 items in 1 pages

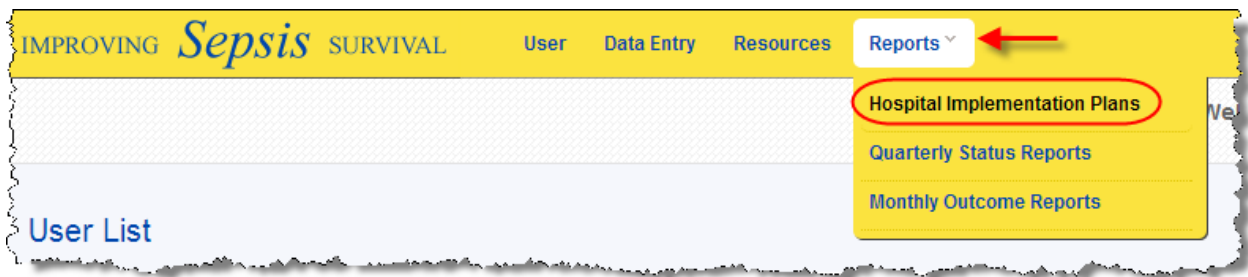
Reports

This section includes instructions for accessing and downloading the following:

- Hospital Implementation Plans
- Quarterly Status Reports
- Monthly Outcome Reports

Hospital Implementation Plans

To access implementation plans for hospitals in your cohort, click the **Reports** menu at the top of the page, and select **Hospital Implementation Plans** from the sub-menu.



Hospital implementation plans will be displayed in a table on the page. From the “Download” column in the table, select the items to download.

Download hospital implementation plans

Although these data are not federally protected Patient Safety Work Product, please keep confidential and do not distribute beyond your sepsis team participating in the Improving Sepsis Survival initiative, co-led by the Maryland Patient Safety

Cohort Name	File Name	Download
COHORT-1	Implementation Plan Template	Implementation Plan Template.docx
COHORT-1	tes	tes.pdf

Page size: 50 2 items in 1 pages

Quarterly Status Reports

There will be a total of seven status reports due throughout the collaborative. You will be provided instructions via email for submitting status reports, which are due by the following due dates. Please contact sepsishelp@marylandpatientsafety.org with any questions about status report submissions.

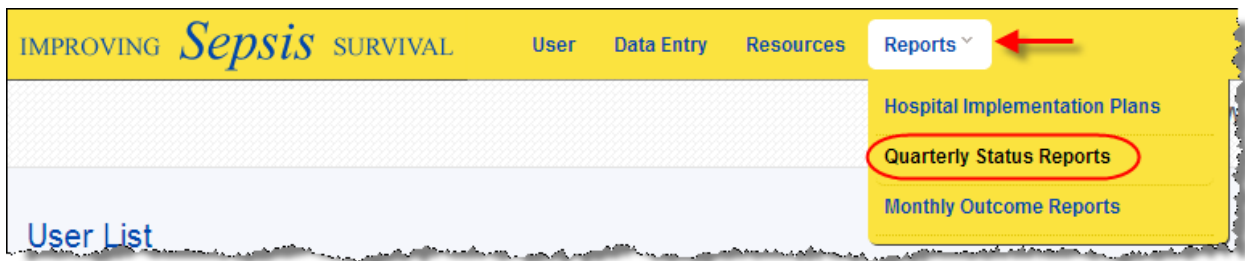
Cohort 1:

October 31, 2014
January 30, 2015
April 24, 2015
July 31, 2015
October 30, 2015
January 29, 2016
May 27, 2016

Cohort 2:

August 28, 2015
November 30, 2015
February 26, 2016
May 27, 2016
August 26, 2016
November 28, 2016
February 24, 2017

To access status reports for hospitals in your cohort, click the **Reports** menu at the top of the page, and select **Quarterly Status Reports** from the sub-menu.



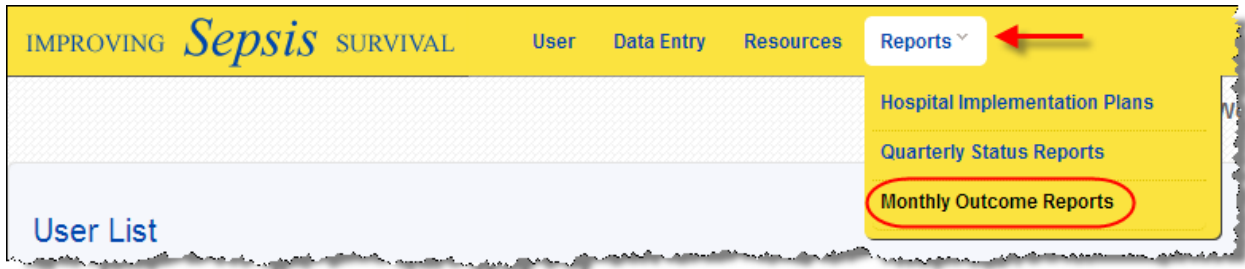
Quarterly status reports will be displayed in a table on the page. From the “Download” column in the table, select the items to download.

Download quarterly status reports		
Although these data are not federally protected Patient Safety Work Product, please keep confidential and do not distribute beyond your sepsis team participating in the Improving Sepsis Survival Initiative, co-led by the Maryland Patient Safety Center (MPSC) and the Maryland Hospital Association (MHA).		
Cohort Name	File Name	Download
COHORT-1	smoking-for-moms[1]	 smoking-for-moms[1].jpg
COHORT-1	Potential Questions for Status Report	 Potential Questions for Status Report.docx

Monthly Outcome Reports


Outcome data, i.e., sepsis mortality data, are due by the 30th day of the following month, for example, May 2015 data are due no later than midnight June 30, 2015. You will be notified via email when the reports are available for downloading.

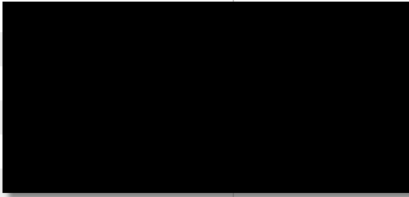






To access monthly outcome reports for hospitals in your cohort, click the **Reports** menu at the top of the page, and select **Monthly Outcome Reports** from the sub-menu.




Select criteria from the drop-down boxes, and click the *Find* button. **TIP:** You can select one or more criteria, or no criteria. If you click the *Find* button without selecting criteria, all reports will be retrieved.

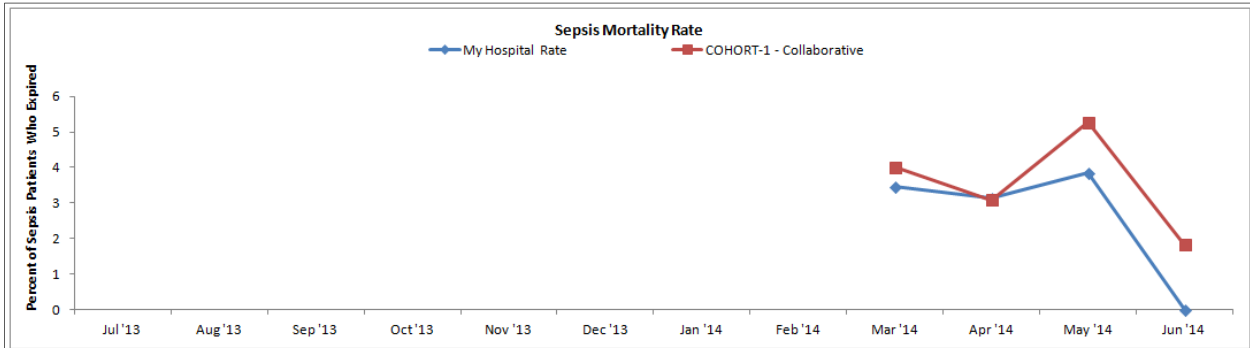
The screenshot shows the 'Monthly Outcome Reports' search form. The form has a title 'Monthly Outcome Reports' and a subtitle 'Find and download monthly outcome reports using the criteria below.' Below the subtitle is a disclaimer: 'Although these data are not federally protected Patient Safety Work Product, please keep confidential and do not distribute beyond your sepsis team participating in the Improving Sepsis Survival initiative, co-led by the Maryland Patient Safety'. The form contains two drop-down menus: 'Month' with the text '---Select Month---' and 'Year' with the text '---Select Year---'. Both drop-down menus have a red circle around the arrow icon. Below the drop-down menus is a blue 'Find' button with a red arrow pointing to it.

The monthly outcome data reports: hospital-specific (Excel file) is accessible from the “Download” column in the table, click the  image to download.

Cohort Name	Hospital Name	Report Filename	Report Month	Report Year	Download
Cohort-1			Jul	2014	
Cohort-1		Aug	2014		
Cohort-1		Sep	2014		
Cohort-1		Nov	2014		
Cohort-1		Oct	2014		
Cohort-1		Dec	2014		

Page size: 50  6 items in 1 pages

Sample hospital-specific report: compares your hospital's monthly rate to the cohort aggregate

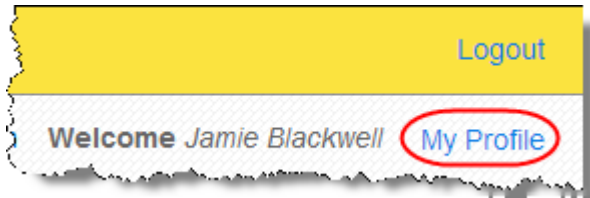


Collaborative Aggregate	Jul '13	Aug '13	Sep '13	Oct '13	Nov '13	Dec '13	Jan '14	Feb '14	Mar '14	Apr '14	May '14	Jun '14
Total Reporting Hospitals (n)									10	10	10	10
Total Number of Sepsis Patients Who Expired (a)									3	2	2	1
Total Number of Sepsis Patients (b)									75	65	38	55
Percent of Sepsis Patients Who Expired ((a/b)*100)	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	4	3.08	5.26	1.82
TEST HOSPITAL - 1	Jul '13	Aug '13	Sep '13	Oct '13	Nov '13	Dec '13	Jan '14	Feb '14	Mar '14	Apr '14	May '14	Jun '14
Total Number of Sepsis Patients Who Expired (a)									1	1	1	0
Total Number of Sepsis Patients (b)									29	32	26	24
Percent of Sepsis Patients Who Expired ((a/b)*100)	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	3.45	3.13	3.85	0

SOURCE: MPSC and MHA Improving Sepsis Survival initiative
 Although these data are not federally protected Patient Safety Work Product, please keep confidential and do not distribute beyond your sepsis team participating in the Improving Sepsis Survival initiative, co-led by the Maryland Patient Safety Center and the Maryland Hospital Association.

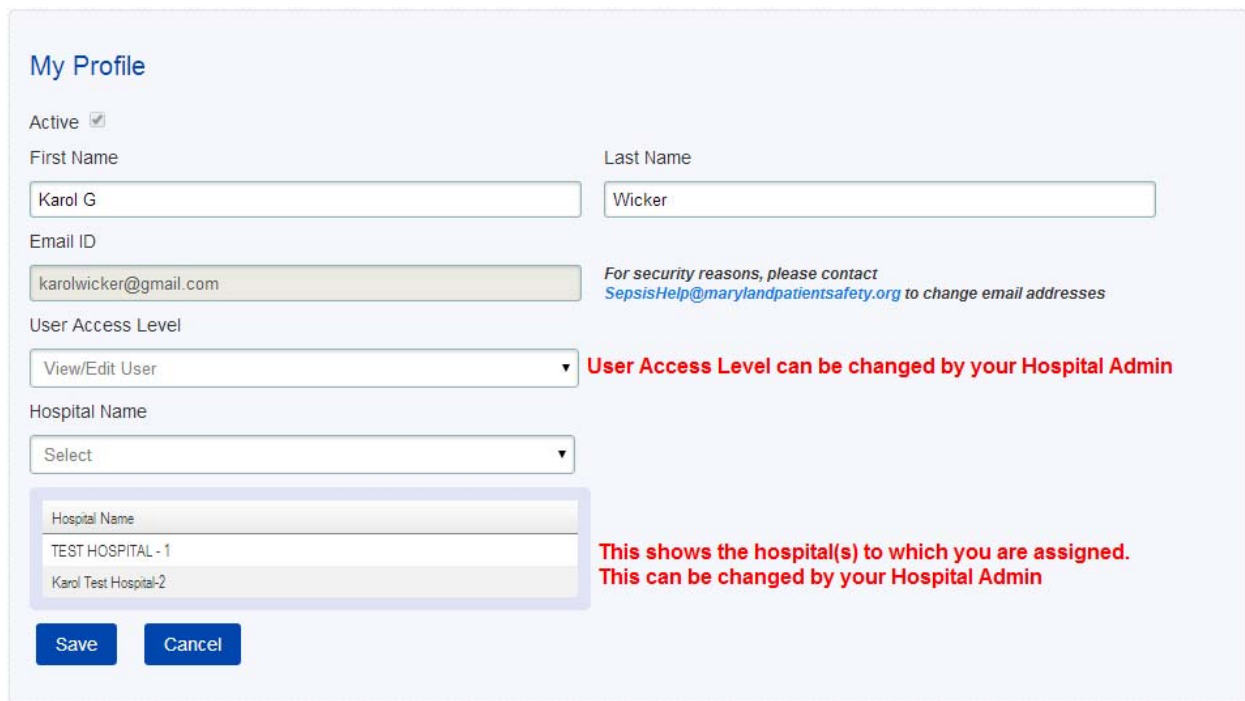
My Profile

To view your profile, click the **My Profile** menu from the top-right side of the page.



For security reasons, users may only edit first and last name. To edit email addresses and other settings, contact sepsishelp@marylandpatientsafety.org.

To update your profile, make the edits to your name and click the *Save* button.

A screenshot of a 'My Profile' form. The form is titled 'My Profile' in blue. It contains several fields: 'Active' with a checked checkbox, 'First Name' (text input with 'Karol G'), 'Last Name' (text input with 'Wicker'), 'Email ID' (text input with 'karolwicker@gmail.com'), 'User Access Level' (dropdown menu with 'View/Edit User'), and 'Hospital Name' (dropdown menu with 'Select'). Below the 'Hospital Name' dropdown is a list of hospital names: 'TEST HOSPITAL - 1' and 'Karol Test Hospital-2'. At the bottom are 'Save' and 'Cancel' buttons. Red text annotations are present: 'User Access Level can be changed by your Hospital Admin' next to the dropdown, and 'This shows the hospital(s) to which you are assigned. This can be changed by your Hospital Admin' next to the hospital list.

Users

The following instructions apply to Hospital Admin accounts only. Hospital Admin accounts can manage multiple user accounts for one or more hospitals.

This section includes instructions for the following:

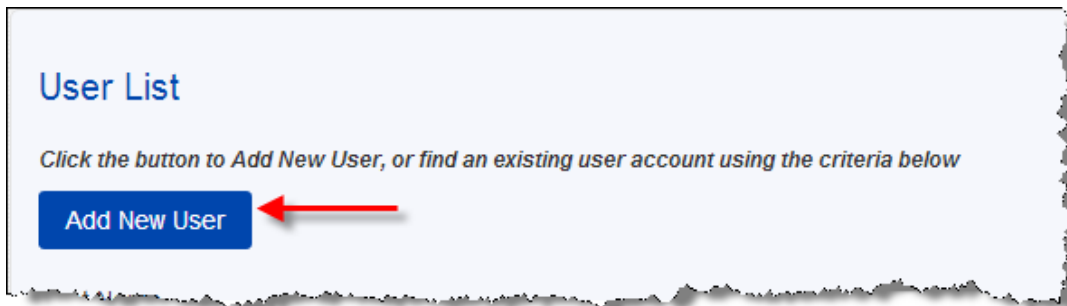
- Add new users
- Edit existing user profiles
- Reset user passwords

Add New Users

To add new users, click the **User** menu at the top of the page.



Click the *Add New User* button in the left hand corner of the page.



Enter the first and last name, the email address, and a password in the boxes. Select the user access level from the drop down box, and click the *Save* button. **Note:** new user accounts are automatically set to “active” status. To change this, un-check the “Active” box at the top of the page.

Add New User

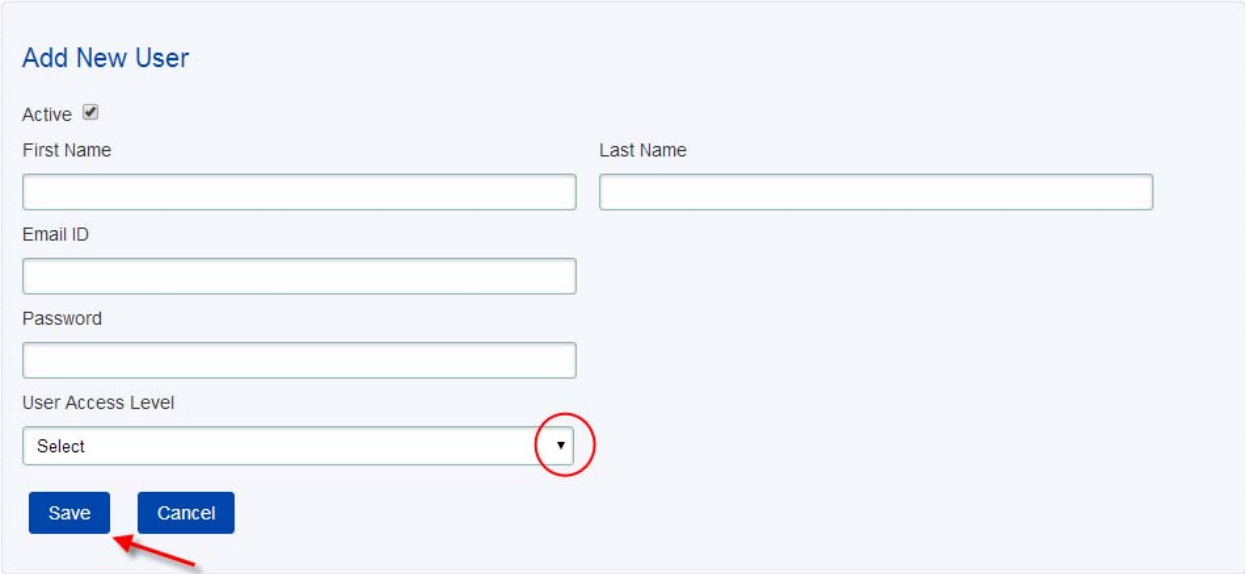
Active

First Name Last Name

Email ID

Password

User Access Level ▼



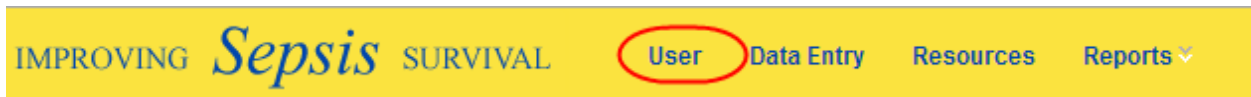
For Hospital Admins associated with more than one hospital: you may assign new user accounts to one or more of your hospitals. After selecting the user access level from the drop down box,

- Select a hospital name from the Hospital drop-down box and click the *Assign* button.
- Select another hospital name from the Hospital drop-down box and lick the *Assign* button again.
- When finished assigning the new user to the correct hospitals, click the *Save* button.

The screenshot shows a web form titled "Add New User". It contains several input fields: "Active" (checked), "First Name" (Dusty), "Last Name" (Burnes), "Email ID" (burnes@hotmail.com), and "Password" (masked with dots). Below these is a "User Access Level" dropdown menu set to "View-only User". A note reads: "Please assign the new user to a hospital by selecting from the drop-down box and clicking Assign". The "Hospital Name" dropdown menu is currently set to "Select" and is circled in red. A red arrow points to the "Assign" button next to it. At the bottom left, there are "Save" and "Cancel" buttons, with a red arrow pointing to the "Save" button.

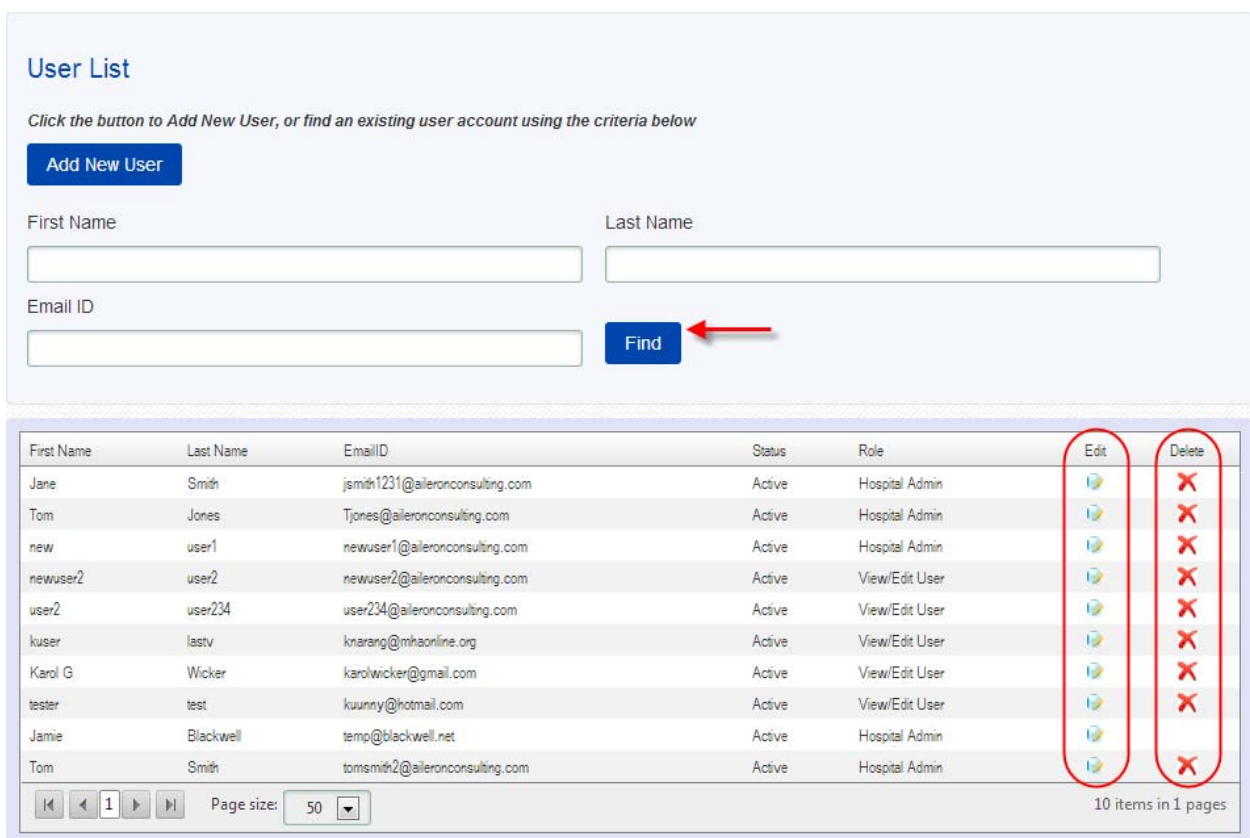
Edit Existing User Profiles

To edit existing user profiles, click the **User** menu at the top of the page.



Enter the criteria, and click the *Find* button. **TIP:** You can enter one or more criteria, or no criteria. If you click the *Find* button without specifying criteria, all user accounts for your facility will be retrieved and displayed in a table at the bottom of the page.

Click the  image to edit a user profile or the  image to delete an entry.
























User List

Click the button to Add New User, or find an existing user account using the criteria below


Add New User

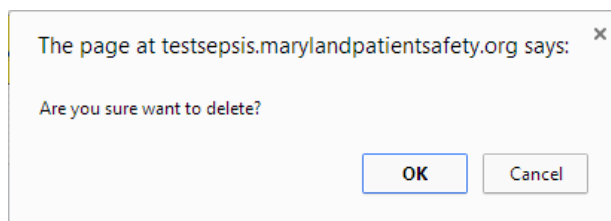
First Name: Last Name:


Email ID: **Find** 

First Name	Last Name	EmailID	Status	Role	Edit	Delete
Jane	Smith	jsmith1231@alieronconsulting.com	Active	Hospital Admin		
Tom	Jones	Tjones@alieronconsulting.com	Active	Hospital Admin		
new	user1	newuser1@alieronconsulting.com	Active	Hospital Admin		
newuser2	user2	newuser2@alieronconsulting.com	Active	View/Edit User		
user2	user234	user234@alieronconsulting.com	Active	View/Edit User		
kuser	lastv	knarang@mhaonline.org	Active	View/Edit User		
Karol G	Wicker	karolwicker@gmail.com	Active	View/Edit User		
tester	test	kuunny@hotmail.com	Active	View/Edit User		
Jamie	Blackwell	temp@blackwell.net	Active	Hospital Admin		
Tom	Smith	tomsmth2@alieronconsulting.com	Active	Hospital Admin		


Page size: 50 10 items in 1 pages

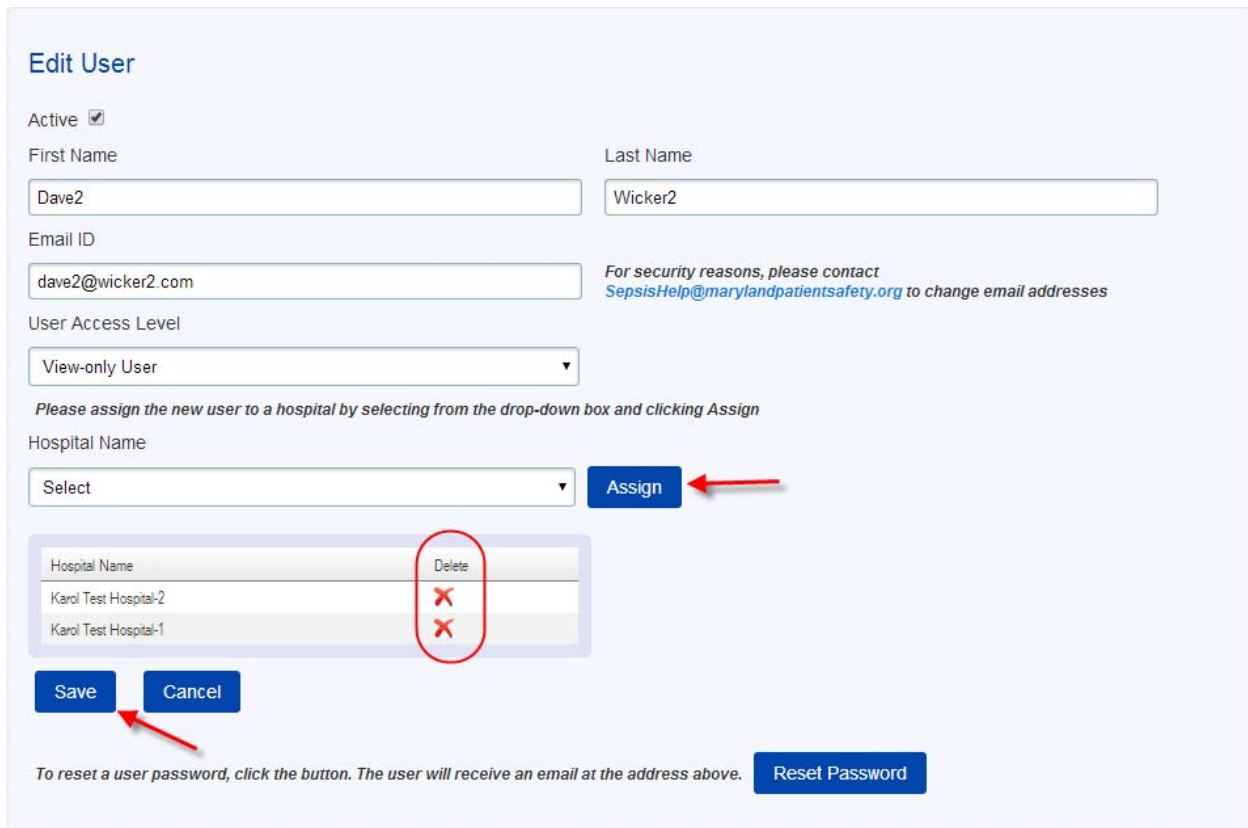
If you click the  image to delete a user profile, you will be prompted to confirm your request:



If you click the  image to edit a user profile, you will be taken to the **Edit User** page to make changes. When finished with your edits, click the *Save* button.

For user accounts that are associated with more than one hospital, you may edit the account to be associated with fewer hospitals or more hospitals.

- To remove a hospital assignment from an existing user account, click the  image, and then click the *Save* button.
- To assign an existing user account to more hospitals, select the hospital name from the Hospital drop-down box, click the *Assign* button, and then click the *Save* button.



Edit User

Active



First Name: Last Name:

Email ID: *For security reasons, please contact SepsisHelp@marylandpatientsafety.org to change email addresses*

User Access Level:

Please assign the new user to a hospital by selecting from the drop-down box and clicking Assign

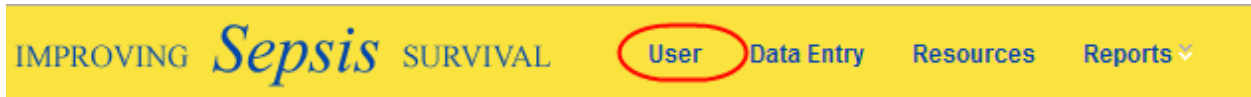
Hospital Name:

Hospital Name	Delete
Karol Test Hospital-2	
Karol Test Hospital-1	

To reset a user password, click the button. The user will receive an email at the address above.

Reset User Passwords

To reset passwords for users, click the **User** menu at the top of the page.



Enter the criteria, and click the *Find* button. **TIP:** You can enter one or more criteria, or no criteria. If you click the *Find* button without specifying criteria, all user accounts for your facility will be retrieved and displayed in a table at the bottom of the page.

User List

Click the button to Add New User, or find an existing user account using the criteria below


[Add New User](#)

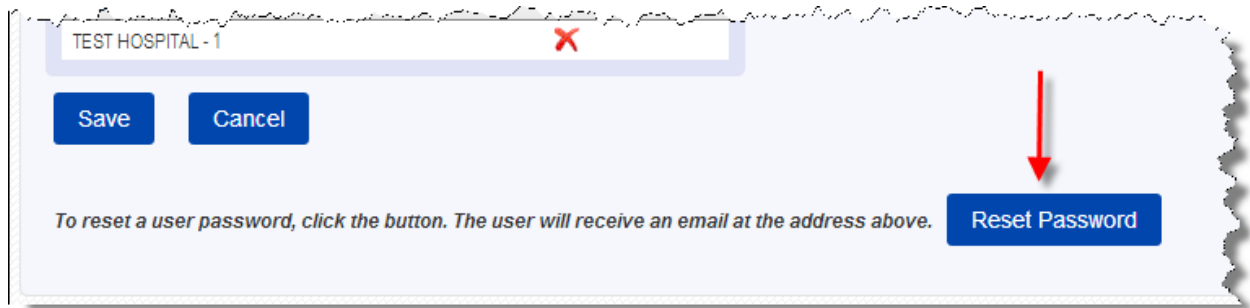
First Name Last Name

Email ID [Find](#)

First Name	Last Name	EmailID	Status	Role	Edit	Delete
Jane	Smith	jsmith1231@aileronconsulting.com	Active	Hospital Admin		
Tom	Jones	Tjones@aileronconsulting.com	Active	Hospital Admin		
new	user1	newuser1@aileronconsulting.com	Active	Hospital Admin		
newuser2	user2	newuser2@aileronconsulting.com	Active	View/Edit User		
user2	user234	user234@aileronconsulting.com	Active	View/Edit User		
kuser	lastv	knarang@mhaonline.org	Active	View/Edit User		
Karol G	Wicker	karolwicker@gmail.com	Active	View/Edit User		
tester	test	kuunny@hotmail.com	Active	View/Edit User		
Jamie	Blackwell	temp@blackwell.net	Active	Hospital Admin		
Tom	Smith	tomsmith2@aileronconsulting.com	Active	Hospital Admin		
Jamie	Blackwell-2	test@blackwell2.com	Active	Hospital Admin		

Page size: 50 11 items in 1 pages

Click the  image to edit a user profile, and you will be taken to the **Edit User** page. Click the *Reset Password* button at the bottom of the page, and the user will receive a temporary password by email.



Logout

To logout of the data portal, click the **Logout** menu from the top-right side of the page.

Please note the data portal will automatically logoff after 20 minutes of inactivity.

